

June

2014 Calendar

State Professional Development Center
125 North Roberts Street, Mitchell Building
Helena, Montana 59620
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| Class Name | Dates & Times | Cost | REGISTER |
|---|---|---|--------------------------|
| Supervising Performance Improvement | June 3 8:30 a.m. - Noon | \$95 | Register |
| Excel 2010 - Advanced | June 5 9:00 a.m. - 3:00 p.m. | \$110 | Register |
| Records and Information Management 3.0 CLE Credits. | June 10 9:00 a.m. - 3:00 p.m. | \$50 | Register |
| Moving from Stress to Well-Being | June 10 8:30 a.m. - 4:30 p.m. | \$123 | Register |
| Developing Coaching Skills | June 12 8:30 a.m. - 4:30 p.m. | \$123 + \$10 (Gallup Strength Finder Assessment) | Register |
| Meeting Minutes | June 17 8:30 a.m. - Noon | \$95 | Register |
| Approaching Supervision | June 24 8:30 a.m. - 4:30 p.m. | \$123 | Register |

Supervising Performance Improvement (PD1031)

Helping team members succeed is crucial to every organization. This class will provide a framework for working with performance discrepancies. Topics will include when performance plans should be used, differences/similarities to conduct management, analyzing influential factors. Finally, this class will provide possible steps for performance improvement plans utilizing the FRISK® model.

Excel: Advanced (PD5067)

The class begins with a review of creating and working with charts and tables. By the end of the class, students will be familiar with creating pivot tables, using data validation, working with data tables, consolidating data using formulas, and working with basic macros.

Records and Information Management (PD5022)

Every state and local government agency has a legal duty to manage records. This class examines the agency's responsibility for managing records – what the law says, the benefits of "the basics," conversion and storage options, and establishing agency-directed retention schedules that support effective business. This class is a must for those who are responsible for managing hardcopy and electronic files. 3.0 CLE Credits.

Moving from Stress to Well-Being (PD1048)

This class will set the foundations for well-being by exploring both stress and making positive change. The class will explore the dangers of stress, how to identify where stress originates, and steps for making proactive change. Finally, this class will teach participants how to use Heart Math® techniques for stress management.

Developing Coaching Skills (PD1043)

The successful leader is one who can coach others to reach their potential. This class develops participants' skills and tools to help develop their team toward greater loyalty and productivity. Topics will include the application of a working coaching-counseling model and situational leadership.

Meeting Minutes (PD3009)

We know that minutes fill both practical and legal needs in organizations. When we take minutes, we are the historical record keeper. We may question what information we should record and what we should leave out? This class will give participants the tools needed to take effective notes and to write meaningful minutes.

Approaching Supervision (PD1002)

Whether an experienced supervisor or seeking to become one, management and leadership skills need to be developed. This class will provide participants the foundations to effectively supervise a team. Topics will include analyzing the differences between management and leadership, sources and reactions to power in the organization, and employee engagement.